



**Recommended Environmental Factors
For Selecting Office Equipment**
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There are environmental factors to consider when choosing office equipment. The City shall require its vendors, contractors, and consultants to use reusable, recyclable, and recycled content products whenever practicable; and that recycled material content will be a factor in determining the lowest and best bid. The vendors must meet US EPA criteria for Energy Star labeling for copiers, printers, fax machines, other electrical office equipment, and be manufactured without use of CFCs. See the Energy Star Tool Kit at www.energystar.gov for more information.

Other items to keep in mind are:

- ◆ Procurement arrangements result in no disposables for the City; manufacturer and/or supplier is responsible for end-of-life management of equipment. Manufacturer take-back, leases, or similar options must be offered to the City.
- ◆ Plastic parts made of recycled plastic and/or plastic which can be readily recycled are preferred.
- ◆ Copiers and fax machines must readily accept recycled-content paper (up to 100% recycled and 30% post-consumer) and previously-printed paper and must readily provide double-sided copying without jamming.
- ◆ Copiers and fax machines must use only recycled content paper that has not been bleached with a chlorine-based process.
- ◆ Equipment must be able to use low-VOC and low toxicity inks.
- ◆ Ozone and VOC emissions and dust concentration such as Canada's Environmental Choice Program criteria.
- ◆ If equipment uses batteries, batteries should be rechargeable and manufacturer or supplier provides at no extra cost.
- ◆ Meet Federal Recovered Material Content Recommendation (RMAN) for toner cartridges, and be able to readily use re-manufactured toner cartridges without voiding the manufacturer's warranty.
- ◆ Equipment using printer ribbons must readily accept re-inked and re-loaded ribbons